

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Unemployment Insurance

Bureau: Contributions

Date Posted: 03/24/2008

Job Category: Business and Financial Operations

**Position
Number:** 66202068

Position Title: TAX EXAMINER - UNEMPLOYMENT INSURANCE FIELD
REPRESENTATIVE

**Bargaining
Unit:** 038

Union: MPEA

Location: Bozeman

Job Status: Full Time Permanent

Salary: \$30,156.00 to \$37,695.00

Salary Unit: Year

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 5

Closing Date: 04/14/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>. Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The incumbent will work in a Bozeman based work area. This position conducts investigations and audits of businesses and employers in regards to unemployment insurance tax in assigned areas surrounding Bozeman. Requires travel in all types of weather conditions. Must have a valid Montana driver's license with a good standing record. Employees may be required to furnish own transportation in job assignments and reimbursement will be made according to State Travel Regulations. Travel in the area surrounding Bozeman is required on a recurring basis.

Duties:

This position conducts audits of employer payroll records and acts as an extension of the Bureau's status, compliance and collections operations in local communities. This position investigates and audits employers' records to ensure proper wage reporting and compliance with unemployment insurance regulations. Work involves collecting delinquent taxes and payroll reports in the assigned geographical region. Works with minimal supervision and is responsible for each step of the investigative and auditing process. Acts as a Department spokesperson and makes daily independent decisions that follow state and federal guidelines. Examines legal documents and financial records maintained at the employer's place of business or authorized representative's office to determine the employer's compliance with Unemployment Insurance (UI) laws. Determines all actions necessary to assure the employer is current for reporting and paying unemployment insurance. Explains appeal process and prepares audit appeal files. May provide testimony at hearings. Performs investigations based on complaints and tips from a variety of sources. Collects delinquent taxes and outstanding payroll reports from employers or employer's representatives. Handles inquiries from a variety of sources including the public and provides assistance to employers/businesses in attaining unemployment insurance coverage.

Competencies:

Must have a thorough knowledge of accounting principles and procedures; theories, practices, and techniques of auditing; financial activity; and applicable laws, rules and regulations pertaining to auditing. Must have the ability to acquire knowledge within a reasonable period on the job of purpose, principles, provisions and applications of all Unemployment Insurance laws and other agency rules and regulations applicable to the definition of employment. Must

have the ability to apply theories, methods, laws and rules in complex employer and business situations; examine and interpret legal documents as they apply to business situations, track complex financial and business transactions; apply sound judgment to complex situations; effectively relate to individuals in adverse situations and conditions; extract information from unwilling employers; effectively communicate orally and in writing; and to be self-motivated and work without direct supervision. Must have comprehensive understanding of business practices and procedures, and effective communication techniques. Must maintain good public relations and provide quality service to the employer during investigations and audits. Must be knowledgeable of general office procedures and skilled in operations of personal computers including word processing software, spreadsheet applications, and state mainframe operations.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a combination of education and experience equivalent to a Bachelor degree in accounting or business and one year of progressively responsible accounting and/or auditing experience. The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

Complete application supplement with your name, position name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. **Signed** and completed State of Montana Employment Applications (PD-25).
2. Applicants **claiming the Veterans' or Person's with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. **Completed** Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov/statejobs/statejobs.asp> Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

***Selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement. Please put your name and the position and position number you are applying for at the top of each page.

Your responses should be limited to one typewritten page per question.

1. Describe the education and/or experience you have in administering, interpreting and applying laws, rules and regulations. If any of the above education and/or experience is in the field of payroll tax please explain in detail.
2. This position requires a significant amount of independent work, since it is based in the field. As there would not be daily contact with the supervisor, self-motivation is an important trait for the incumbent. Please outline your past work experience where you were required to make significant decisions. Include examples of decisions with serious ramifications you made without direction and/or approval of the supervisor.